



ST.CHARLES PARISH

DEPARTMENT OF LEGAL SERVICES

GENERAL OVERVIEW

- The St. Charles Parish Legal Department is one of the Administrative Departments created by the Home Rule Charter. The Legal Advisor to the Parish is appointed by the Parish President and must be confirmed by the Council.
- The persons who presently operate the Department are the Attorney, the Paralegal and the Legal Secretary.
- The Legal Advisor serves at the pleasure of the Parish President.

ORGANIZATIONAL CHART

Leon C. Vial, III
Parish Attorney



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graph TD; A["Leon C. Vial, III  
Parish Attorney"] --- B["Dawn H. Higdon  
Paralegal  
18 Years"]; B --- C["Bobbi N. Cullen  
Legal Secretary  
12 years (SCP 13 years)"]
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Dawn H. Higdon
Paralegal
18 Years

Bobbi N. Cullen
Legal Secretary
12 years (SCP 13 years)

HOURS OF OPERATION

- Monday - Friday
- 8:30 A.M. – 4:00 P.M.
- Department employees are available after hours upon request and by telephone

DUTIES

- The duties of the Legal Department are diverse and it is a very busy place. Its largest work loads are supplied by the Planning and Zoning Department and the Public Works/Wastewater Departments although Legal is called upon by most of the other Departments as questions and problems arise in their functional areas.

- Legal represents both the Parish President and the Parish Council and must be prepared on meeting nights to accurately respond to requests for opinions from the Parish President and/or Council members. One of the most difficult jobs the Legal Department has is to anticipate what those questions might be. Obviously, it is necessary for the Legal Department to properly prepare to answer correctly whatever those questions are.

- The Legal Department attends most planning and tactical meetings, responds to legal questions and prepares documents that assist in the execution of plans and projects.
- The Legal Department approves the forms and substance of contracts and bid documents and, on questionable bids, gives opinions to the appropriate Department.

- The Legal Department is charged with the prosecution and enforcement of Planning and Zoning Ordinances and after Judgments are rendered, for the execution of those Judgments. That entails making Court appearances for as many times that may be necessary to terminate the effects to the public of the offense.